

September 29, 2022

Hal Metzler Jr.
City of Hyattsville Department of Public Works
4310 Gallatin Street
Hyattsville, MD 20781

RE: Hyattsville On-Call: Jefferson Street Bike Boulevard Concept Design and Decorative Crosswalk Design Guidance

Dear Mr. Metzler,

At the request of the City of Hyattsville (City) and as part of the Hyattsville On-Call Transportation and Engineering Design, Contract No. DPW19-012, P.O. # P20/102549, Toole Design is pleased to submit the following scope of work and fee schedule for the Jefferson Street Bike Boulevard Concept Evaluation and Street Art Design.

The extents of the project corridor include Jefferson Street from Queens Chapel Road to Route 1 (with one block length named 38th Avenue), a total length of approximately 1.2 miles. This segment of roadway includes a one-way section from Queens Chapel Road to 35th Avenue, and traffic signals at either end of the corridor. Under a prior task Toole Design provided a conceptual plan for bike boulevard traffic calming treatments for this corridor, with both short term and long-term implementation options. The short-term option has since been implemented and the goal of this new task is to evaluate the effectiveness of the design and obtain community feedback.

In addition, the City has requested implementation of decorative crosswalks/street art at the intersection of Jefferson Street and 40th Avenue. The following includes our proposed scope of work and fee estimate for this project.

Task 1: Jefferson Street Concept Evaluation

The Toole Design Project Manager will conduct a kickoff meeting with the City to establish goals and an overall schedule for this task. Toole Design staff will provide an agenda for the kickoff meeting and follow up with meeting minutes and an updated schedule.

Toole Design will use a data collection vendor to obtain speed, volume and classification counts at 2 locations along Jefferson Street, to be determined during the project kickoff. Toole Design will conduct a field visit to observe driver, pedestrian and cyclist behavior, confirm as-built field conditions for traffic control, markings and curb extension location and dimensions. Condition and operational information such as locations where curb extension flex posts have been damaged or are being disregarded will be noted. Parking occupancy will be measured for a single hour time period during the evening hours when residential occupancy is expected to be at its highest.

Toole Design will conduct a public meeting to obtain feedback from local residents. Toole will present the information gathered on the corridor, and depending on the meeting size and format, we will utilize tools such as Mentimeter or in-person feedback to understand locations where residents feel the Jefferson Street Bike Boulevard design has been effective and where it may require modifications. Two Toole Design staff will attend and lead this meeting as needed, or support City staff as they lead. The City will coordinate any in-person meeting space and meeting advertisement. Toole will provide a meeting feedback summary, which will be included in the overall concept evaluation memo.

Based on the information gathered above, Toole Design will evaluate the effectiveness of the Jefferson Street Bike Boulevard Concept considering quantitative metrics such as vehicular speed and volume, parking use, and bicycle volume as well as quantitative measures such as resident satisfaction. This evaluation will be summarized in a draft memo for submittal to the City of Hyattsville. Toole Design will participate in a 1 hour comment review meeting, and based on the consolidated comments reviewed during that meeting will produce a final evaluation summary memo.

Deliverables & Meetings

- Kickoff Meeting
- Field Visit
- Public Meeting Presentation
- Draft Evaluation Memo
- One (1) 1-hour review meeting via conference call
- Final Evaluation Memo

Assumptions

- All submittals will be electronic.
- Review meeting to be held as a conference call or online/video conference.
- This scope of work does not include traffic analysis beyond what is explicitly described above.
- Public meeting to be held as a virtual or in-person meeting.

Toole Design's fee for this task is **\$18,814**.

Task 2: Decorative Crosswalk Design and Implementation

Decorative street art elements will be designed and implemented at the intersection of Jefferson Street and 40th Street. This work will be led by Graham Projects. Toole Design will attend up to 2 meetings and provide project coordination as needed. Detailed information on the scope and deliverables to be provided by Graham Projects is attached to this document (PENDING).

Deliverables & Meetings

- Please See Graham Projects Scope

Assumptions

- Toole Design will not be providing any additional design services for this task.
- Toole Design will attend no more than 2 meetings for this task.

Toole Design's fee for Task 2 is **\$2,336**.

Graham Projects Design Fee for Task 2 is xxxxx

If you have any questions about the above scope and fee, please feel free to contact Barbara Mosier at extension 222.

Sincerely,

Elizabeth M. Gilliam PLA, ASLA | Director of Design, Mid-Atlantic

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